

**U.S. Department of State
DIRECTORATE OF DEFENSE TRADE CONTROLS**

Guidelines for Completion of Export and Temporary Import License Applications

When completing any online license application, only the legal business name is permitted when listing a party involved in an export or temporary import (i.e., source/manufacturer, seller, consignor, freight forwarder, foreign consignee, foreign intermediate consignee and end user). An applicant must ensure the correct spelling is used when entering the legal business name(s).

Accordingly, the following must not be included in the above mentioned data fields:

- The term “subsidiary” and subsidiary information. For example, “Generic Company a subsidiary of Master Company” should instead read “Master Company.”
- The phrase “doing business as” or the term “dba” and dba information. For example, “Generic Company d/b/a Detail Name Inc.” should instead read “Detail Name, Inc.”
- A geographic or physical location indicator inserted within the legal business name. For example, “Company A (United States) Limited” should instead read “Company A Limited.”
- Additional instructions and inclusive comments. Some examples are:
 - *No Name Company POC: Jane Doe* should instead read No Name Company
 - *One Uno Company Attn: John Doe President International Affairs* should instead read One Uno Company
 - *GreatBuzzness LLC and all others* should read GreatBuzzness LLC

Failure to adhere to these guidelines may result in a delay in review of a license application or a return without action (RWA). For additional guidance or clarification, please contact the DDTC Response Team at (202) 663-1282 or by email at DDTCResponseTeam@state.gov.